

## Pre-Application for Seasonal Summer Fun Center Employment



***To apply for seasonal employment with the Recreation Department, follow these easy steps:***

- Read this information carefully before completing the attached pre-application form and before coming in to be interviewed.
- Send in your completed pre-application form.
- If you are selected for an interview, a career recreation professional will contact you to set up an interview (Note: The selection process may take several weeks, and an interview is not guaranteed.)
- **Keep this information for future reference!**
- **You must be at least 16 years old to be considered for employment.**
- Under 16 years old? Contact the UpCounty Region at 240-777-6940 for more information about volunteer opportunities within the County.

### Summer Fun Centers

- SFCs provide arts, crafts, sports, games, and special events; no swimming or field trips.
- SFCs operate for six weeks: 06/28/10 to 08/06/10 (Note: closed July 5)
- Work hours are from 8:45 am to 4:15 pm for most sites; 7:45 am to 3:15 pm at selected sites, Monday through Friday.
- Selected sites have extended hours from 3:00 to 6:00 pm; staff hours may be adjusted, but will not exceed 40 hours per week.
- The staff-to-camper ratio is 1:15. The age of participants is 5-12.
- Pay for SFCs: Site Directors/Assistants — 40 hours/week; staff — 37.5 hours/week
- Mandatory training will be held in June (generally T-F of the week before the program start date).

(over)

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## Hiring Procedures: *What to Expect*

- Your employment is contingent upon being cleared by Occupational Medical Services (OMS).
- You may not begin work until you have been cleared by OMS. Therefore, it is imperative that you submit the Medical History form immediately by faxing it to **OMS** as it takes several weeks to process (**fax: 240-777-5132**).
- You will be called to schedule time to be fingerprinted, and you must show your original Social Security card and a photo ID as part of the hiring requirements. You must also complete all forms in the employment packet. (At times, fingerprint cards are rejected or forms are returned due to incomplete information. If this happens, you are expected to complete the returned paperwork within 24 hours.)
- ***You cannot work until all paperwork is completed, turned in and approved in writing by the Hiring Coordinator. Failure to complete the paperwork will result in cancellation of the Hiring Agreement.***
- If you are selected for a position, you will be sent a Summer Temporary Employment Agreement to sign.
- You must return the Agreement by the deadline to receive a conditional offer of employment. By signing the Agreement, you are indicating a commitment to work the dates of the program at the stated pay rate.

## Pay Information

- You will be paid every two weeks.
- Example: For pay period 06/06/10 to 06/19/10, you will receive your pay check on 07/02/10.
- The Agreement will indicate the pay level you are being offered. You will be offered a pay level (below) that reflects the position's level of responsibility and/or your experience.

Position	Grade	Pay Range
Counselor	Grade S1-S3	\$7.25 - \$8.83
Assistant Director	Grade S4-S5	\$9.82 - \$11.14
Director	Grade S6	\$13.78

### CPR and First Aid

- All Summer Fun Center staff are required to have current certification in CPR and First Aid.
- You may arrange for your own training or attend one of the training sessions scheduled by the Recreation Department. ***It is your responsibility to get the appropriate certifications.***

- Please submit this pre-application to the Region where you want to work. You will be called for an interview based on the availability of positions and the qualifications you have listed.

Montgomery County Department of Recreation  
Down County Region  
11315 Falls Road,  
Potomac, MD 20854

Down County Region  
240-777-6900  
Bethesda, Potomac, West Silver Spring

Montgomery County Department of Recreation  
Eastern Region  
14906 Old Columbia Pike,  
Burtonsville, MD 20866

Eastern Region  
240-777-4980  
Burtonsville, Silver Spring, Takoma Park

Montgomery County Department of Recreation  
Mid-County Region  
4010 Randolph Road  
Silver Spring, MD 20902

Mid-County Region  
240-777-4930  
Olney, Sandy Spring, Rockville, Wheaton

Montgomery County Department of Recreation  
UpCounty Region  
12900 Middlebrook Road,  
Germantown, MD 20874

UpCounty Region  
240-777-6940  
Gaithersburg, Germantown, Damascus

# Montgomery County Department of Recreation Summer Fun Centers Pre-Application for Summer Fun Center Employment

4010 Randolph Road, Silver Spring, Maryland 20902

## POSITION YOU ARE APPLYING FOR: please check all that apply

Program Director ☐

Assistant Program Director ☐

Counselor ☐

Name: \_\_\_\_\_

Date: \_\_\_\_\_

(Month/Day/Year)

E-Mail: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

(Street)

(City)

(State)

(Zip)

College Address: \_\_\_\_\_

Year of High School Graduation: \_\_\_\_\_ Year of College Graduation: \_\_\_\_\_ Major: \_\_\_\_\_

- Employees are expected to attend up to 15 hours of orientation in June and work six weeks beginning June 28 until August 6, 2010. Are you able to arrange your personal schedule around these dates? ☐ Yes ☐ No

- Check all Montgomery County regions that interest you (break down of regions are on the fourth page):

☐ Down County Region

☐ Eastern Region

☐ Mid-County Region

☐ UpCounty Region

What specific location or program interests you and why? \_\_\_\_\_

- Language proficiencies other than English, if any: \_\_\_\_\_

- Certifications: Please be prepared to hand in a copy of your certifications with your formal hiring paperwork

TYPE OF CERTIFICATION	YES	NO	EXPIRATION DATE
CPR (adult/children)			
First Aid			
Lifeguard			
Pool Operator			
Canoe Instructor			

- Please give details below about your previous summer camp employment.

Name of Camp: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_

Job Title: \_\_\_\_\_ Employment Dates: \_\_\_\_\_ Salary: \_\_\_\_\_

Duties: \_\_\_\_\_

- List all current and/or previous employment and volunteer experience (i.e., especially jobs in which you were involved with children):

\_\_\_\_\_  
\_\_\_\_\_

- List any classes that you have completed relating to working with children or leadership:

\_\_\_\_\_

- Briefly explain your experience in the following areas that would relate to working with children, camps and programs:

**SPORTS:** \_\_\_\_\_

**DRAMA:** \_\_\_\_\_

**NATURE:** \_\_\_\_\_

**ART:** \_\_\_\_\_

**SCIENCE:** \_\_\_\_\_

- If you have worked or volunteered as a CIT for the Department of Recreation, please give the name, the location and dates of the program for which you worked/volunteered:

\_\_\_\_\_ Dates: \_\_\_\_\_

- If you have never worked or volunteered for the Department of Recreation, you **must give** the names of two references that we may contact (*Must be adults unrelated to you. **NO PERSONAL REFERENCES***).  
***This must be filled out completely.***

Name/Title	Address	Phone
1. _____	_____	_____
2. _____	_____	_____

- Have you ever been convicted of an offense other than minor traffic violations? ☐ Yes ☐ No  
If yes, give details. \_\_\_\_\_  
(*Note: A conviction does not automatically exclude you from consideration for employment.*)

- Share any additional information you would like that is not addressed above:  
\_\_\_\_\_

- How did you hear about us? (please be specific) \_\_\_\_\_